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~~SUGGESTION~~ ~~TRAVEL VOUCHER~~

Draft of a Travel Voucher suggested for adoption by this agency is attached, along with copy of presently used voucher for comparison.

The writer believes that use of this form would serve to substantially reduce hours required for preparing and processing the presently used voucher, and, in addition, would present a comprehensive picture of the transaction involved. Outlined below is step by step comparison of voucher in use and the proposed revision.

I. Preparation

1. Individual preparing voucher now in use must type in certain required information relative to employee status. The proposed voucher provides for this information to be indicated by a single check mark where applicable.
2. In preparation of the approximately 24,000 vouchers processed by this agency annually, a minimum of two minutes saved per voucher is considered conservative. Assuming that vouchers are generally prepared by GS-5 personnel, 100 man days would result in annual saving of \$1,312.00.

II. Audit

1. The auditor must know whether the voucher is prepared in true name or pseudonym. Under the present system, vouchers often reach the auditors without this information. As indicated above, the proposed voucher would provide for this by check mark. Employee status, to be indicated by check mark, will serve a further purpose in determining whether travel orders are required when orders are not attached to voucher. (Travel orders are required for Staff Agents and Staff Employees, but not required for Contract Agents.)
2. The present voucher makes no provision for indication of certain operating expenses frequently involved, resulting in improper object classification. This subject will be further pursued in explanation of page 2 of the proposed voucher.
3. The proposed voucher provides for the originating branch to enter proper appropriation to which expenses are chargeable.
4. The voucher in use makes no provision for Finance information. The proposed revision provides an entire block for Finance use, which will give a full and clear picture of the entire transaction, and will prove highly valuable for possible future reference to the voucher. Such reference is often necessary in auditing subsequent vouchers.

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Security Information

5. Because of wide variation in vouchers, ranging from a single entry to several pages in length, it is difficult to make an accurate estimate of time saved. However, after study of all available information, it is considered extremely conservative to place an estimated average saving of 15 minutes for 4,000 vouchers processed annually. The audit of vouchers is performed by personnel in GS-5, GS-7, and GS-9 categories. A fair average should be GS-7 rate. The saving resulting from this plan would therefore represent 750 man days, or \$12,120.00 annually.

6. Reverse side of the proposed voucher makes provision for entry of required information, which is frequently omitted, necessitating telephone calls and general delays. This is particularly true with reference to whether or not Government quarters are furnished. By making this information an integral part of the voucher, its omission would be eliminated or considerably reduced.

7. Information concerning transportation or tickets furnished subject employee by Stations or Projects along his route of travel is seldom furnished along with the voucher. This results in a false picture of the cost of travel, since only amounts claimed are normally shown on the voucher. On the proposed voucher, this information becomes a part of the voucher, and will be entered where applicable.

8. As previously stated, the purpose of object classification is substantially defeated in that, at the present time, many items are being improperly charged to travel classification. These items often are properly chargeable to operational entertainment, communications, transportation of effects, etc. While it is difficult to properly assess the cash value of this information, it is believed that in the interest of simplified, correct and explicit information, a reasonable per annum value would be \$15,000.00.

9. An important time saving element would result from preparing the revised voucher on a "tumble" basis to facilitate audit of accounts by eliminating presently necessary unstapling of forms to check the reverse side of voucher.

III. Appearance of Voucher

1. Your attention is invited to the inadequacies of ordinary typewriter in preparing a form to be printed. The printed form would be properly blocked and spaced.

Estimated Value of Revised Form:

Saving in Preparation	\$1,312.00 per annum
in Auditing	12,120.00 per annum
Information	<u>15,000.00</u> per annum
COST ESTIMATED VALUE	\$28,432.00 per annum

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Type	<input checked="" type="checkbox"/> True Name <input type="checkbox"/> Contract
Station	<input checked="" type="checkbox"/> Agent <input type="checkbox"/> Staff
	<input checked="" type="checkbox"/> Pseudonym <input type="checkbox"/> Staff Employee
	Date _____
	Travel Order No. _____ Date _____

Per Diem _____

Claim Summary

Lays _____

Travel and Incidental Expenses _____

Operating Expense _____

Total Claimed _____

I hereby claim reimbursement as per itemized statement hereon. I certify that the expenses itemized on this voucher were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any other sources, Government or private, and that this voucher and attachments, if any, are true and correct in all respects.

Date _____

Signature of Payee

APPROVED:

Date _____

Appropriation _____

Title _____

Approving Officer _____

CERTIFICATION:

I certify that this voucher has been examined by me; that receipts or other substantiating data have been furnished me, or satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations, and that such expenditures are properly chargeable to available appropriations as indicated herein.

Date _____

FINANCIAL USE ONLY:

Audited By _____

Authorized Certifying Officer _____

Approved For: _____

Date _____

Deposit for Payee _____
Cash to Payee _____

Credit Advance Account: 326
 327
 328
 329

321

Debit: _____

Credit: _____

RECORDED Payment of: _____

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SCHEDULE OF EXPENSES **CONFIDENTIAL**

INSTRUCTIONS: **COMPTROLLER**

Security Information

chronological order.

- APR 21 1968 4:10 PM
1. Itemize and fully explain all expenses, by days.
2. Appropriate receipts or certifications must be furnished to support each cash disbursement.
3. Where applicable, indicate unit's ex. foreign currency and rate of exchange, supported by substantiating documents.

Tickets or Transportation Furnished:

By _____ Cost \$ _____

From _____ To _____

From _____ To _____

Date

1968

Character of Expenditure

Entertainment, quarters furnished:

Yes

No

Rate \$ _____

Per Diem	Amount Claimed	FINANCE USE	For	IVI and	Oper-	J. Class.
				Incid.	Exp.	ting

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